

70.4950

CONFIDENTIAL

22 DEC 1970

MEMORANDUM FOR: Chief, DD/S Plans Staff

SUBJECT : Management Improvement Program OMB  
Circular A-44, dtd 16 February 1970

REFERENCE : (a) Memo from Chief, DD/S Plans Staff  
dtd 16 Nov 70 (DD/S 70-4530);  
Same Subject

(b) Attachment B of Memorandum from  
EXDIR dtd 2 Nov 70 (ER 70-5439/1);  
Same Subject

1. In response to reference (a), this staff has no specific programs to report under the Management Improvement Program outlined in reference (b). As you know the primary issues and programs dealt with by this staff are Directorate and Agency wide programs and are not budgeted for in this staff.

2. Per paragraph four of reference (a), in limiting our report to our own Staff budget (which is primarily personnel costs) and programs under our managerial control, our only input to the Management Improvement Program can be by rendering staff assistance on Agency and Directorate wide programs (i.e. Reports Management Program which is a part of OMB Circular A-44). This we are doing by coordinating the DD/S Reports Management Program and developing new concepts and proposals for managing Information Processing activities in the Support Directorate. In this latter regard our proposals for new approaches in the DD/S Information Processing field are now under consideration by the DD/S in our annual program call.

[Redacted Signature]

Chief, Support Services Staff

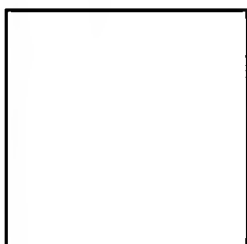
GROUP 1  
Excluded from automatic  
downgrading and  
declassification

The Support Services Staff is engaged in a wide range of activities that relate to management improvement programs on a Directorate-wide basis. At this point, we are involved in basic studies indicated below. However, we are not sufficiently advanced in these studies to compute dollar value or cost reductions envisioned in these programs. However, they all will have an impact on improved operating effectiveness in the Support Directorate:

a. The Information Processing Branch of SSS continues its work in design, testing and implementation of various information processing system areas. At present, there are ten major systems under design and these major systems are further subdivided into 41 subsystems or projects.

b. SSS is coordinating the Support Directorate reports on cost reduction programs required in transmittal memorandum No. 1 to OMB Circular A-44. The Support Directorate has responsibility for assessing the value and need for regulatory and other centrally prepared management information reports produced by or for offices of the Support Directorate and disseminated throughout the Agency. A reports inventory has been completed identifying 1600 management information reports in the DDS, and with an overall cost of \$1,636,000. The cost reduction goal for FY 1972 established by O/PPB for the Support Directorate is a 7.5% reduction of approximately \$125,000. Quotas have been assigned to various

EGIB



Support Offices and Support Services Staff will provide assistance in developing a continuing reports management program to meet these goals.

c. Survey of records for potential microform applications.

There have been studies and much discussion about the development of a program for microfilming Agency records as a means of getting some relief for critical space problems at Records Center as well as Headquarters offices. There is a consensus among experts in the field that microfilming cannot normally be justified for the primary purpose of conserving space. Nevertheless, a recently completed study suggests that it may be cost effective to microfilm certain collections of records for the primary purpose of conserving storage space, provided that certain criteria can be met in the collection of files to microfilm. We are now undertaking a detailed cost benefit analysis of a few carefully selected  collections of records. This analysis involves the identification of record collections in Support Directorate offices which meet as many as possible of the pre-established criteria. Representatives of the Support Services Staff and the Printing Services Division, OL, will review information collected in this survey in terms of broader system implications as well as the feasibility of treating

part  
only ✓

ILLEG

them as individual applications. Additional data will be developed as required to determine which record collections may lend themselves most effectively to being used as pilot projects. We expect to mount two or three pilot filming projects within the next six months.